



CITY COUNCIL

Budget Review

Monday, October 31, 2011

Penn Room

***At the conclusion of
the WWTP Update***

Agenda

Although Council committee meetings are open to the public, public comment is not permitted at Council Committee of the Whole meetings. However, citizens are encouraged to attend and observe the meetings. Comment from citizens or professionals during the meeting may be solicited on agenda topics via invitation by the President of Council.

I. Budget Revisions

- | • Auditor's revision suggestions | Total \$179,770 |
|--|------------------------|
| 1. Mayor's office: Printing from \$1,200 to \$750 | |
| 2. Council: Community Promotion from \$2,500 to \$2,000 | |
| 3. Council: Miscellaneous from \$2,500 to \$500 | |
| 4. Admin Services: Dues from \$0 to \$650 | |
| 5. Public Works – Garage: Vehicle Supplies from \$20,000 to \$17,500 | |
| 6. Public Works – Garage: Gasoline from \$600,000 to \$575,000 | |
| 7. Public Works – Garage: Tires and Tubes from \$40,500 to \$35,500 | |
| 8. Public Works – Garage: Uniforms from \$4,000 to \$3,000 | |
| 9. Public Works – Garage: General Plant Supplies from \$3,000 to \$2,000 | |
| 10. Public Works – Garage: Repair Damaged Property from \$24,000 to \$20,000
(half of the proposed cut) | |
| 11. Public Works – Traffic Engineering: Maintenance and Repair of Traffic
Signals: From \$42,000 to \$35,000 (70% of cut) | |
| 12. Public Works – Streets: General Plant Supplies from \$30,000 to \$25,000 | |
| 13. Police Criminal Investigation: General Plant Supplies from \$56,500 to
43,000 (50% of cut) | |
| Police Special Services: Civilian Overtime from \$155,000 | |
| 14. to \$240,000 | |
| 15. Police Special Services: General Plant Supplies from \$179,057 to \$150,000 | |
| 16. Police Special Services: Conferences and Training from \$36,750 to \$30,000 | |
| 17. Police Patrol: General Plant Supplies from \$41,900 to \$35,000 | |

18. Police Patrol: Maintenance and Repair of Equipment from \$11,500 to \$7,500 (40% of cut)
19. Police Patrol: Vehicles from \$326,950 to \$300,000
20. Police Administration: Conferences and Training from \$4,700 to \$3,200
21. Fire Administration: General Plant Supplies from \$13,750 to \$8,750 (45% of cut)
22. Fire Prevention and Education: Subscriptions from \$1,650 to \$1,000
23. Fire Suppression: Maintenance and Repair of Equipment from \$65,000 to \$50,000
24. Fire Suppression: Overtime from \$375,000 to \$460,000
25. Fire Suppression: Vehicles from \$82,000 to \$0 (not on Dave's sheet but added by Administration)
26. Fire EMS: Minor Capital Equipment from \$65,700 to \$60,000
27. Community Development – Property Maintenance Division: General Plant Supplies from \$25,000 to \$15,000 (33% of cut)
28. Community Development – Property Maintenance Division: Vehicles from \$50,000 to \$0 (not on Dave's sheet but added by Admin)
29. Community Development – Buildings and Trades: General Plant Supplies from \$18,020 to \$12,000 (36% of cut)
30. Community Development – Buildings and Trades: Vehicles from \$18,000 to \$0 (not on Dave's sheet but added in by Admin)
31. Human Resources: Contingency from \$500 to \$0
32. Mailroom: Maintenance and Repair of Equipment from \$6,000 to \$5,000 (40% of the cut)
33. Citizen Services Center: Telephone from \$12,000 to \$21,000
34. Non-Departmental: Unemployment Compensation from \$300,000 to \$275,000
35. Non-Departmental: PA League of Cities from \$0 to \$32,000
36. Charter Board from \$60,000 to \$50,000

• **Managing Directors suggested revisions:**

~~1. Mayor's Office~~

Chief of Staff	\$ 63,000
Fringe Benefits	\$ 15,107
SSI	\$ 4,820

2. Public Works

Parks

Temp Wages (Mowing)	\$ 45,000
SSI	\$ 3,443

3. Public Property

Remove Foreman	\$ 50,000
Fringe Benefits	\$ 15,107
SSI	\$ 3,825

4. Fire Department		
Suppression		
Scuba	\$	6,745
Training		
Lt Position	\$	59,781
Fringe Benefits	\$	15,107
Holiday, Uniform, etc	\$	11,727
Training	\$	30,000
Vehicle	\$	11,250
5. Community Development		
Property Maintenance		
Pre-settlement & Insp	\$362,824	
Fringe Benefits	\$135,963	
SSI	\$	27,756
Vehicles	\$	35,000
6. Zoning		
Additional Zoning Ofcr	\$	51,396
Fringe Benefits	\$	15,107
SSI	\$	3,932
7. Trades		
Additional Clerk	\$	30,000
Fringe Benefits	\$	15,107
SSI	\$	2,295
Sub-Total Budget Reduction	\$1,127,062	
Prior Budget Changes	\$	853,909
Grand Total Budget Reduction	\$1,044,135	

- **Budget Follow-Up**

1. Expenditures broken out by category (10-12) **Done – distributed at prior budget meeting**
2. Schedule Revenue Review Session (10-12)
3. Provide property owners with impact information (10-12) **Can be done via water bills in December or via an ad in the Eagle. Rate needs to be finalized first.**
4. Seek retention of the current EIT rates for residents and commuters, assigned to Mr. McMahon (10-15) **Contacted PFM to arrange meeting. PFM is busy in Harrisburg. They will contact next week.**
5. Use of Community Promotions and Travel Expense line items – Mayor and Council Budget (10-17) **Completed**

6. Number of City issued cell phones and the list of employees who carry them (10-17) **In process, will provide at a future meeting.**
7. CSC Budget – reduce telephone expense by \$4,000 (10-17) **Agreed as put forth by Cindy Weidel.**
8. Review personnel additions to Fire Dept (10-19) **Complete**
9. CDBG Action Plan – increase Codes funding by \$575K and move Emergency Demo to Gen Fund (10-19) **Man Dir to respond on 10-31**
10. Inquire about how the Library will handle the impact re the loss of the City's \$175K contribution. (10-19) **Complete**
11. Names and positions of all non-uniformed new hires and positions in 2010 and 2011. (10-19) **Completed. Assign reevaluation of residency requirement to Council Committee**
12. Amount of funding for Ricktown shade trees (10-19)
13. Review Police Longevity re the number of new officers (10-22) **Completed. Expenditure line item reduced by \$200K**
14. Review Police Special Services Temporary Wages, Maintenance Repair Equipment and Contracted Services (10-22) **Reviewed; Majority is expenses associated with the Surveillance Camera as the Grant funding ends in 2012**
15. Review Police OT re reduction due to beginning of Affiant program beginning in 10 days (10-22) **Complete**
16. Library Tax of .02% (10-26) **Complete**

OTHER FOLLOW-UP

1. Ask Berks Catholic to maintain Yarnell park (10-12) **To be assigned to Charlie Jones.**
2. Identify Youth groups and other organizations to adopt parks and playgrounds (10-12) **Chuck has contract for community groups to maintain parks. I will ask him to distribute to Council.**
3. End to end discussion on housing area (10-15) **Agreed but let's get some successes under our belt to prove that we can plan and that we can succeed. None of us want to repeat 2007**
4. Educational flyer on Building and Trades Permits (10-15) **Ad for One Stop was placed in the paper to educate the public.**
5. Increase the penalties for illegal conversions and unpermitted projects. (10-15)
6. Schedule meeting with PFM to correct the breaks in the Recovery Plan, assigned to Mr. Geffken (10-15) **See 4. Above.**
7. Compare Job description and Responsibilities of the Diversity Officer (10-17) **In process.**
8. Consolidation of offices into the Customer Service Center (10-17) **Review of consolidation plan from last year's budget. Cindy and I will explain when requested.**
9. Renegotiate Maintenance Contracts, compare to maintenance agreements for last 3 years, compare original cost to current cost (10-17) **All maintenance contracts are negotiated with the vendor if it is sole source, i.e. Visionaire, or are the result of a competitive procurement, i.e.**

copiers. We will compile the list of vendors paid under the Maintenance Agreement budget line.

- 10. Schedule meeting with Attorney David MacMain re need to continue the Police Diversity Board and the Diversity Officer. Second Round of bilingual Alta testing scheduled for Feb 2012 - need two complete and successful rounds before going back before judge.**
- 11. Review financial benefits to tree harvesting program, assigned to the PW Committee (10-19)**
- 12. Reevaluate residency requirement for new hires and management employees 10-31 Assign to Council Committee**
- 13. Review cell phone police and consider reduction or elimination of program - 10-31 Assign to Council Committee**